

SIMPLE SUBDIVISION PROCESS TRACKING LIST*
BIG HORN COUNTY, WYOMING

<u>Action Required</u>	<u>Responsible Party</u>	<u>Date Completed</u>
- Contact the Land Planning Department to initiate the subdivision process.	Subdivider	
- Confirm qualification of simple subdivision.	Land Planning	
- Ensure that the proposed subdivision is not within a town boundary.		
- Ensure that the proposed subdivision is not within a platted subdivision.		
- Ensure that the proposed subdivision is, in fact, a simple subdivision.		
- Complete the Simple Subdivision Application and submit to the Land Planning Department.	Subdivider	
- Submit non-refundable simple subdivision deposit to the Land Planning Department.	Subdivider	
- Notify the Planning and Zoning Commission and Commissioners of proposed subdivision.	Land Planning	
- Review simple subdivision application materials.	Land Planning	
- Identify any obvious obstructions to subdivision: floodplain, conservation easement, challenging topography, etc.		
- Determine if the proposed subdivision is within a zoned area: Airports or Shell Valley.		
- Provide contact information and sample notices to subdivider.**		
- Provide contact information for adjacent landowners to the subdivider.		
- Provide contact information for the appropriate fire district (if applicable).		
- Provide contact information for the appropriate irrigation district, if known (if applicable).		
- Provide contact information for the appropriate drainage district, if known (if applicable).		
- Provide contact information for the nearest town, if applicable.		
- Provide a sample letter to send to adjacent landowners.		
- Provide a sample letter to send to applicable districts.		
- Provide a sample letter to send to the town, if applicable.		

- Provide a sample statement for publication in the newspaper.		
- Send/Publish Public Notices of Proposed Simple Subdivision	Subdivider	
- Send Notice of Proposed Simple Subdivision via certified/return receipt mail to:		
- Adjacent landowners.		
- Fire district, if applicable.		
- Irrigation district, if applicable.		
- Drainage district, if applicable.		
- Town, if applicable (within one mile of the town boundary).		
- Publish Notice of Proposed Simple Subdivision in the local newspaper for two weeks.		
- Send Notice of Proposed Simple Subdivision to the conservation district.	Land Planning	
- Submit proof of public notices to the Land Planning Department.	Subdivider	
- Certified mail receipts given to the Land Planning Department		
- Affidavit of Publication given to the Land Planning Department		
- Confirm receipt of required notices/responses.	Land Planning	
- Adjacent landowner mail receipts		
- Fire district response, if applicable		
- Irrigation district response, if applicable		
- Drainage district response, if applicable		
- Town response, if applicable		
- Affidavit of publication		
- Submit percolation test results to the Land Planning Department.	Subdivider	
- Submit three-hole perc test results.		

- Submit groundwater depth cut results.		
- Complete septic feasibility report.	Land Planning	
- Submit draft plat to the Land Planning Department for preliminary review.	Subdivider	
- Review and comment on draft plat(s).	Land Planning	
- Submit final draft plat to the Land Planning Department.	Subdivider	
- Send approval to commence with final plat and official subdivision number to subdivider and/or surveyor.	Land Planning	
- Submit final, signed mylar plat to the Land Planning Department.	Subdivider	
- Submit final simple subdivision payment to the Land Planning Department.	Subdivider	
- Review final plat for correctness/completeness	Land Planning	
- All pages included.		
- Signature blocks are correct.		
- Proper signatures included.		
- Surveyor stamped.		
- Submit final plat to the Planning and Zoning Commission for review and consideration.	Land Planning	
- Submit final plat to the Board of Commissioners for review and consideration.	Land Planning	
- File plat with the Clerk (if requested by Subdivider)	Land Planning	
- Send copy of filed plat and receipt for payment to Subdivider.	Land Planning	

* This checklist applies to most simple subdivisions; however, special conditions exist which may be cause for additional actions.

** While the Land Planning Department will make every effort to provide the subdivider with the correct contact information for adjacent landowners and applicable districts, it is ultimately the responsibility of the subdivider to confirm the correct addresses for all required entities.